PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: NY052N01

MECHANIC SIGNATURE: James R Groft **DATE:** 02/17/2026

LOCATION/RM #: **WO#** 21107 **ASSET #** 6883

START TIME: **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
1	De-energize, lock out, and tag electrical circuits.		X	
2	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.		X	Unit has been out of service for a minimum of 2 years and [illegible]
	TO BE PERFORMED AT EACH INSPECTION/SERVICE			
1	Check with operating or area personnel for any deficiencies; verify cleaning program.		X	
2	Verify indicator light on; check compartment temperature.		X	
3	Examine evaporator for proper clearances/slope and air flow.		X	
4	Examine handles, hinges and tightness of door closure.		X	
5	Examine safety door release and fan shut down safety switch.		X	
6	Inspect lighting for burnt out lamps. Replace if required.		X	
7	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).		X	
8	Clean condenser coil and condensing unit section.		X	
9	Clean and inspect defrost evaporation trays/pans.		X	
10	Check operation of thermostats; calibrated as required.		X	
11	Check coil superheat and adjust to manufacturers recommendations.		X	
12	Inspect and service all electric motors.		X	
13	Check box floor for water or ice accumulation.		X	
14	Clean up area and note any deficiencies.		X	

Note: The technician shall perform any repairs identified during PM up to $250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding $250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.

To be perfomed by: General Maintenance Worker

Additional Notes: